



Dear Certified Business Owner:

Congratulations on becoming a state certified MBE and/or WBE this year or becoming recertified with the State of Indiana! Hopefully, this tool has been useful in connecting your company to prime contractors, state agency procurement heads, casinos buyers, and universities purchasing agents.

Often times, our office receives calls from newly certified clients or those who have been certified but are not familiar with doing business with the State of Indiana. They ask questions about the state contracting process. With this in mind, we have created yet another opportunity for training. This training session will be geared toward that newly or recently recertified MBE and/or WBE state certified client that would like to be trained in utilizing the tools of the new contracting system and making the correlation between the various facets of state contracting opportunities.

On Thursday, September 20th, from 4:00 p.m.-6:30 p.m. we will host a training seminar called ***“Maximizing the Opportunities of State Certification”***.

This training will be held at the **Indiana Government Center South-Conference Room A**. It is located at 402 W. Washington Street, Indianapolis, IN 46204. Again, the time for this training will begin promptly at **4:00 p.m.** and also will allow time for a question and answer period. Deputy Commissioner Claudia Cummings will be teaching this course and will have materials available for you upon arrival.

Due to limited space, registration for this training is necessary! If you are interested in attending this important training session, *please send back the attached registration by Tuesday, September 18, 2007 so that we can secure free parking for you.* Keep in mind we are going to start having these ***“Maximizing the Opportunities of State Certification”*** trainings on a monthly basis.

Best regards,

Nicole Hawkins, Outreach Manager
Minority and Women's Business Enterprises Division

402 West Washington Street, Suite W-469 ▪ Indianapolis, Indiana 46204
Phone: (317) 234-5223 ▪ Email: rhorne@mbec.in.gov ▪ Web: <http://www.mbec.in.gov>

MBEC is a federally funded program of the Minority Business Development Agency, US Department of Commerce. The program is offered in Indiana through the Indiana Department of Administration, Mitchell E. Daniels, Jr., Governor.



**REGISTRATION FORM
MINORITY AND WOMEN'S BUSINESS ENTERPRISES DIVISION
NEWLY CERTIFIED MBEs and/or WBEs**

“Maximizing the Opportunities of State Certification”

This training is totally free of charge to state certified MBEs and WBEs.

Please return this registration form by **Tuesday, September 18, 2007** to
Nicole Hawkins
Minority and Women's Business Enterprises Division
402 W Washington St, IGC-South, W469
Indianapolis, IN 46204
FAX: 317-233-6921

INDIVIDUAL NAME:

COMPANY NAME:

COMPANY ADDRESS:

(City, State, Zip) _____

COMPANY EMAIL:

COMPANY PHONE NUMBER:

NAME FIVE ISSUES THAT YOU WOULD LIKE TO KNOW MORE ABOUT:

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